

**RICHLAND COUNTY**  
**EMPLOYEE EVALUATION**  
**AND OVERSIGHT**  
**AD HOC COMMITTEE**



**Tuesday, JUNE 22, 2021**

**2:00 PM**

**ZOOM MEETING**

**The Honorable Chakisse Newton, Chair**

**County Council District 11**

**The Honorable Bill Malinowski**

**County Council District 1**

**The Honorable Yvonne McBride**

**County Council District 3**

**The Honorable Jesica Mackey**

**County Council District 9**

**The Honorable Cheryl English**

**County Council District 10**

# RICHLAND COUNTY COUNCIL 2021



Bill Malinowski  
District 1  
2018-2022



Derrek Pugh  
District 2  
2020-2024



Yvonne McBride  
District 3  
2020-2024



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



Joe Walker III  
District 6  
2018-2022



Gretchen Barron  
District 7  
2020-2024



Overture Walker  
District 8  
2020-2024



Jessica Mackey  
District 9  
2020-2024



Cheryl English  
District 10  
2020-2024



Chakisse Newton  
District 11  
2018-2022





Employee Evaluation & Oversight  
Ad Hoc Committee

June 22, 2021 - 2:00 PM  
Zoom Meeting  
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Chakisse Newton
  
2. **APPROVAL OF MINUTES** The Honorable Chakisse Newton
  - a. May 18, 2021 [PAGES 3-8]
  
3. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
  
4. **ITEMS FOR DISCUSSION**
  - a. Evaluation Process for the County Administrator
  - b. Evaluation Process for the Clerk to Council
  - c. Update on the County Attorney Search
  
5. **ADJOURNMENT**



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Richland County Council  
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE  
May 18<sup>th</sup>, 2021 – 1:30PM  
Zoom Meeting

COMMITTEE MEMBERS PRESENT: Chakisse Newton Chair; Bill Malinowski, Yvonne McBride, and Jesica Mackey

OTHERS PRESENT: Derrek Pugh, Allison Terracio, Gretchen Barron, Andrea Mathis, Tamar Black, Angela Weathersby, Kyle Holsclaw and Leonardo Brown

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 1:30PM.
2. **ADOPTION OF AGENDA** – Ms. McBride moved, seconded by Mr. Malinowski, to approve the agenda as distributed.

In Favor: Malinowski, McBride, Mackey, and Newton

Not Present: English

The vote in favor was unanimous.

3. **DISCUSSION OF COUNTY ATTORNEY (EXECUTIVE SESSION)** – Ms. Newton introduced Ms. Randi Frank, the consultant hired to assist with the County Attorney search.

Ms. Frank noted she took the County Attorney job description and the information from Ms. Newton and Human Resources. She utilized their format and additional information, based on Councilmember's input to draft a profile for advertisement. She provided a document from the Association of Counties, which shows what other County Attorneys make, to the committee members.

Ms. Newton noted the job description that was provided to the committee had input from former County Attorney Larry Smith, as well as, former Deputy County Attorney Brad Farrar. Mr. Farrar and Mr. Smith recommended the attorney have at least 10 years of experience.

Mr. Malinowski stated, for clarification, the additional language provided by Ms. Frank was the highlighted sections in the class description.

Ms. Frank responded in the affirmative.

Mr. Malinowski inquired if the documents the committee was given was Ms. Frank's amended job description, and not the original one.

Ms. Frank responded she did not send the original job description.

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Mr. Malinowski stated he would prefer to see the original job description before the final vote.

Ms. Newton noted there may be other documents people request. She and Ms. Frank will coordinate to make sure everyone gets those documents.

Ms. McBride noted she read the profile Ms. Frank developed and Richland County sounds like a very interesting place to live.

The committee members inquired about the wording in the documents that were provided to the committee and made suggestions on how to modify the documents.

Ms. Mackey moved, seconded by Ms. McBride, to enter Executive Session to discuss salary and contractual matters.

In Favor: Malinowski, McBride, Mackey, and Newton

Not Present: English

The vote in favor was unanimous.

*The Committee went into Executive Session at approximately 2:06 PM and came out at approximately 2:23 PM.*

Mr. Malinowski moved, seconded by Ms. McBride, to exit Executive Session.

In Favor: Malinowski, McBride, Mackey, and Newton

Not Present: English

The vote in favor was unanimous.

Ms. Newton stated Ms. Frank was given some suggestions and modifications to the language in the documents provided. It was requested those changes be highlighted and distributed to Council as soon as possible.

Ms. Frank responded in the affirmative.

#### 4. **DISCUSSION OF EMPLOYEE EVALUATION PROCESS**

- a. County Administrator – Ms. Newton noted, due to the time, there will not be enough time to discuss this item at length. She stated they would need to determine what process to use. Last year, for the County Administrator, we used an outside firm since Human Resources staff report to the County Administrator, and it would be a conflict of interest. The Chair and Vice-Chair meet with the Administrator and requested he do a self-assessment. We would need to come back together and determine if we want to use another outside consultant, how we want it to be structured, and what criteria we want to base it on. The feedback from the last evaluation was to include 360-degree feedback.

Mr. Malinowski inquired about the 360-degree feedback.

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Ms. Newton responded the last time we did an evaluation there was a self-assessment process. Then there were Councilmembers who gave feedback. A 360-degree component would also include members of staff and other team members that are providing input on that process.

Ms. McBride inquired if Council recommended the 360-degree process.

Ms. Newton responded Mr. Jackson recommended it and it was something she agreed with.

Ms. McBride stated, for clarification, the 360-process was not decided upon by Council.

Ms. Newton responded in the affirmative.

- b. Clerk to Council – Ms. Newton stated we agreed to do a 90-day evaluation for the Clerk to Council, and we need to establish the criteria for that assessment as well.

Ms. McBride inquired if the Clerk to Council assessment was more a review than an evaluation.

Ms. Newton responded in the affirmative, but an annual evaluation would still be required.

- 5. **ADJOURNMENT**: The meeting adjourned at approximately 2:33